

Trainee Workplan - SAMPLE

Each resident will have a workplan to follow his/her progress toward completion of the requirements for graduation from the Field Epidemiology Training Program. On a semiannual basis each resident will review his/her workplan with the FETP director and the FETP training staff or faculty. The workplan should document which FETP requirements have been completed, and how those that are incomplete will be fulfilled.

1. Date of this workplan: _____
2. Dates previous work plans submitted: _____

Activity Reports:

Each resident will prepare and submit quarterly activity reports. (See following outline.)

<i>Dates</i>	<i>Date quarterly report submitted</i>
Year 1	
First quarter (1 January – 31 March)	
Second quarter (1 April – 30 June)	
Third quarter (1 July – 30 September)	
Fourth quarter (1 October – 31 December)	
Year 2	
First quarter (1 January – 31 March)	
Second quarter (1 April – 30 June)	
Third quarter (1 July – 30 September)	
Fourth quarter (1 October – 31 December)	

Investigation of Acute Problems

Field Investigations of at least 2 acute problems such as an outbreak or an acute natural or human-caused disaster where protocols cannot be developed ahead of time.

The resident should play a principal or substantive role in the investigations.

1. First investigation

- a. Dates of fieldwork:
- b. Subject of investigation:
- c. Description of resident's role in investigation:
- d. Anticipated date of completion of report:
- e. Date report(s) attached:

2. Second investigation

- a. Dates of fieldwork:
 - b. Subject of investigation:
 - c. Description of resident's role in investigation:
 - d. Anticipated date of completion of report:
 - e. Date report(s) attached to workplan:
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Surveillance

1. Analyze data from a surveillance system and write a surveillance summary for at least one disease or risk factor.
 - a. Title:
 - b. Date report attached to workplan:
 2. Evaluate a surveillance system and present the results to the other residents.
 - a. Title of presentation:
 - b. Date of presentation:
-

Field Survey

Participate in the design, management, data analysis and reporting of results from at least one field survey.

1. Date of field survey:
2. Date report of survey attached to workplan:

Research Study

Develop and carry out a protocol-based field study using the appropriate design to approach the problem to be solved.

1. Title of research protocol:
 2. Date protocol attached:
 3. Date report of results attached:
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Evaluation of interventions

Each resident is expected to obtain knowledge of and experience with planning, development, and evaluation of scientifically sound community-based interventions. This experience will encompass the continuum of core public health functions from assessment, through public health policy and program development, to assurance in translating science into practice impacting on the health of the public. Progress toward meeting this objective should be documented with the submission of each semiannual workplan report.

1. Project title or subject area:
 2. Community involved:
 3. Date report(s) attached:
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Scientific Communication

1. Publish an article in a national or regional epidemiology bulletin.
 - a. Anticipated date of article:
 - b. Date copy of article attached:
 2. Prepare a manuscript suitable for publication in a peer-reviewed journal.
 - a. Anticipated date of completion of manuscript:
 - b. Date copy of manuscript attached:
 3. Present a paper at a scientific conference.
 - a. Title of presentation:
 - b. Conference title:
 - c. Date of presentation:
 - c. Date copy of presentation attached to workplan:
 4. Give at least one presentation at the weekly FELTP seminars.
 - a. Topic of presentation:
 - b. Date of presentation:
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Computer Skills

1. Design a database, and enter and analyse a dataset from a field investigation using a software program such as EpiInfo.
 - a. Name of dataset/database:
 - b. Date completed:

 2. Use the computer to graph and map the data from a surveillance system, survey, or other field investigation.
 - a. Type of graph:
 - b. Date completed:
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Teaching

1. Help teach a basic course in epidemiology. This could involve giving lectures, facilitating case studies and/or organising and supervising a field exercise. (Residents are expected to teach at least two topics.)
 - a. Title of course:
 - b. Dates:
 - c. Contribution made by resident:
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Attendance at FETP Seminars

First-year residents must attend all weekly FETP seminars when not on official travel or annual leave. (FETP coordinator should maintain an attendance record for the seminars).

Attendance at FETP Workshops and Short Courses

All residents (first- and second-year) must attend all multi-day FELTP workshops and courses. The following are examples of the types of workshops/courses that might be held during the training period.

Name of course	Dates of attendance
Introductory course	
Computer training	
Advanced computer course	
Management and surveillance course	
Scientific writing workshop	

Outline for FETP Activity Report

1. Acute Investigations

List all acute investigations, health hazard evaluations, other acute investigations

- Investigation number (if applicable)
- Dates of investigation
- Location of investigation
- Summary

2. Analytic investigations

List all analytic investigation activities

- Provide one-line description (topic studied and database)
- Date investigation started
- Date investigation completed

3. Surveillance Presentation(s)

- Title of presentation
- Date presented

4. First authored Scientific Manuscripts (submitted to peer-reviewed journals)

Provide information in the same format used for a curriculum vitae. Indicate if published, accepted, submitted, or in preparation.

5. Scientific Conference Presentations

- Title
- Indicate whether oral, poster, or late-breaker
- Year presented
- Title(s) of abstract(s) for each Conference

6. Other presentations (national or regional meeting, etc.)

- Title
- Name of conference
- Place
- Sponsoring Organization
- Date

7. Public Inquiries

Public inquiries: average number of weekly phone responses; average number of weekly written responses

8. Teaching responsibilities

Indicate subject, institution, course, or audience, dates

9. International Trip

Indicate countries, reason, dates

10. Other Activities

Any other activities that you would like to report.

V.1.4 Development Priorities

Based on Field Epidemiology Self Assessment*

Competency Development Need	Development Method (class, mentor, field project, etc.)	Target Completion Date
1		
2		
3		

*See Section 5.5: "Evaluating Training" of the FETP Development Handbook